Edit an Overtime/Comp Time/Credit Hours (Employee)
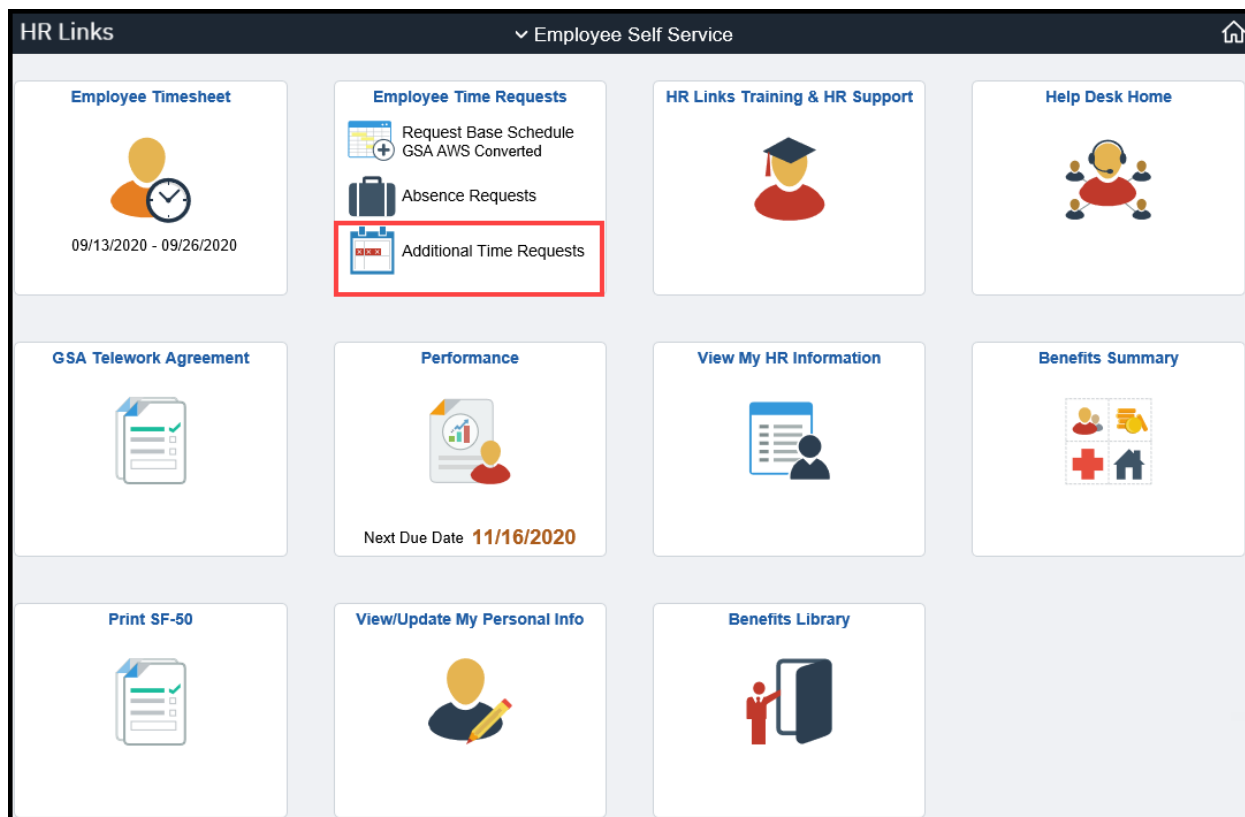
Follow this job aid to learn how to Edit Overtime/Comp Time/Credit Hours in HR Links.

- Edit Overtime
- Edit Comp Time
- Edit Credit Hours

Edit Overtime from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.

2. Find the **Overtime Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

- If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.

- If you cannot see all of your **Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

3. On this page you can 1) Edit Start/End Date by selecting the 📅 icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Requested Hours** will be changed from 3.0 to 5.0 hours.

ADDITIONAL TIME TYPE*

Overtime Request ⌄

REASON*

Irregular Scheduled Overtime ⌄

START DATE*

10/22/2020 📅

END DATE

10/22/2020 📅

REQUESTED HOURS*

3.0

COMMENTS

Need to complete special project.

Person Doe
10/22/2020
Submitted Absence Request
Need to complete special project.

Total Requested Hours: 3.0

CANCEL REQUEST   BACK   SUBMIT

4. Once the **Requested Hours** have been changed, the **Total Requested Hours** are automatically recalculated. If desired, you can edit or add information to your request in the **Comments** section**.** Then select **Submit**.

5. You will return to the Request Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

6. Once the edited overtime request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*

Edit Comp Time Earned from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.

2. Find the **Comp Time Earned Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

- If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
- If you cannot see all of your requests because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

3. On this page you can 1) Edit Start/End Date by selecting the 🗓 icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Start Date** and the **End Date** will be changed from Monday October 19, 2020 to Tuesday October 20, 2020. If desired, you can edit or add information to your request in the **Comments** section.

ADDITIONAL TIME TYPE *

Comp Time Earned

START DATE *   END DATE

10/20/2020   10/20/2020

REQUESTED HOURS *

8.0

COMMENTS

In lieu of overtime, requesting comp time. Comp time earned changed from 10/19/2020 to 10/20/2020.

| « | October 2020 | » |
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

time.

Total Requested Hours: 8.0

CANCEL REQUEST   BACK   SUBMIT

4. Once you have made the necessary changes, select **Submit**.

ADDITIONAL TIME TYPE *

Comp Time Earned ▾

START DATE *

10/20/2020 📅

END DATE

10/20/2020 📅

REQUESTED HOURS *

8.0

COMMENTS

In lieu of overtime, requesting comp time. Comp time earned changed from 10/19/2020 to 10/20/2020.

Person Doe
10/22/2020
Submitted Absence Request
In lieu of overtime, requesting comp time.

Total Requested Hours: 8.0

CANCEL REQUEST   BACK   SUBMIT

5. You will return to the Additional Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

Employee Self Service > **Time** > Additional Time

REQUEST TIME

	Overtime		Comp Time		Credit Time
📅	REQUEST OVERTIME	🕐	REQUEST COMP TIME	📅 2	REQUEST CREDIT TIME

Additional Time History

ADDITIONAL TIME TYPE
All ▾

STATUS
All Statuses ▾

BEGIN DATE
07/25/2020 📅

END DATE
01/21/2021 📅

| Date	Additional Time Type	Duration	Status		
Thursday October 22	**Overtime Request**	5 Hours	Submitted	VIEW/EDIT	CANCEL
Tuesday October 20	**Comp Time Earned**	8 Hours	Submitted	VIEW/EDIT	CANCEL

6. Once the edited **Comp Time Earned** request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*

Edit Credit Hours Earned from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.
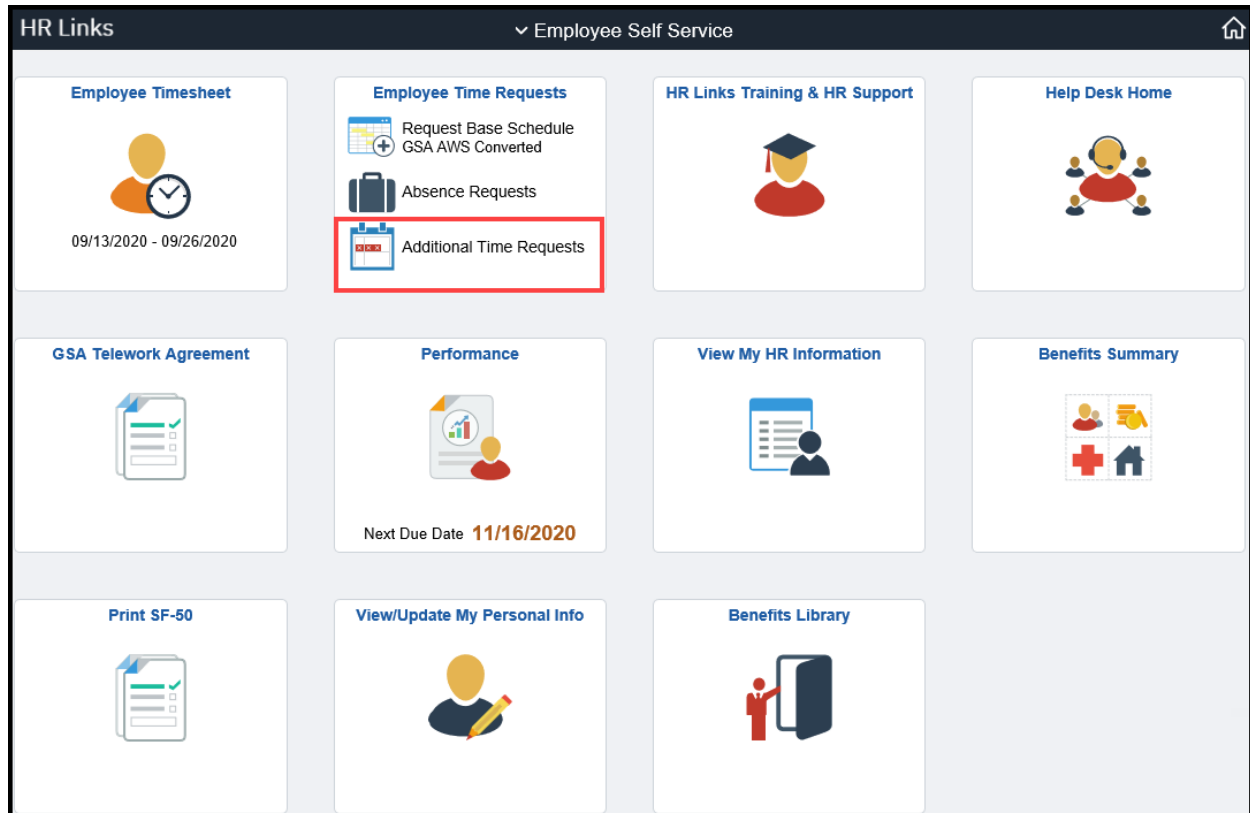
2. Find the **Credit Hours Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

- If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
- If you cannot see all of your **Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

3. On this page you can 1) Edit Start/End Date by selecting the 🗓 icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Start Date** and the **End Date** will be changed from Monday October 19, 2020 to Friday October 23, 2020. If desired, you can edit or add information to your request in the **Comments** section.

ADDITIONAL TIME TYPE *

| Credit Hours Earned | ⌄ |

START DATE *   **END DATE**

| 10/23/2020 | 🗓 | | 10/23/2020 | 🗓 |

REQUESTED HOURS *

| 1.0 |

| « | **October 2020** | » |

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	**23**	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

COMMENTS

Worked 1 hour over my regular work day.

day.

Total Requested Hours: 1.0

CANCEL REQUEST   BACK   SUBMIT

4. Once you have made the necessary changes, select **Submit**.

5. You will return to the Additional Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

6. Once the edited **Credit Hours Earned** request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*

Questions?

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If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links**: Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
    - [PBS HR Service Center](#)
    - [FAS HR Service Center](#)
    - [Staff Office HR Service Center](#)
    - [Executive Resources HR Service Center](#)